



## KITCHEN USE POLICY

Policies and Guidelines Governing the Use of the Auditorium Kitchen

**Policy Reference:** Refer to the Crosspoint Church Facility Use Policy for details concerning kitchen reservations.

The use of the Kitchen will follow the priorities, guidelines, and procedures stated in the Crosspoint Church Facility Use Policy.

### **Upkeep:**

- Following the guidelines of this policy and using the posted pictures as a guide to where to find and replace items will help maintain the goal of providing a clean, organized, and well-supplied kitchen for all users.

### **Access:**

- Keeping access to the kitchen limited is critical, and remains locked when not in use. A key is issued to the Executive Pastor, the Children's' Minister, the Facility Manager, and the Ministry/Generation Link Coordinator. All other staff are requested to check out a kitchen key from the Administrative Assistants and return the key immediately after use. Doing this will help maintain accountability in keeping the kitchen clean, organized, and secure.
- Unsupervised children twelve (12) and under are not allowed in the kitchen.

### **Prior to Use:**

- It is incumbent on the kitchen user (the person checking out the key) to ensure that posted inventory items are present in the kitchen and report to the church office if any items are missing or damaged. The inventory list is available in the kitchen for review prior to use.
- All persons using the kitchen must wash their hands prior to any food preparation.

### **After Use:**

- Use the QR code on the “Kitchen Use Instructions” for a quick survey and to report any missing, damaged, or needed items/supplies.
- Clean, dry, and put all dishes, pans, and utensils in the designated areas.
  - Do not air-dry dishes and utensils.
- Clean countertops with sanitizing cleaner available in the kitchen.
- Clean the stove top if used (please do not leave food particles on the stove burners or griddle).
- Check the stove, oven, and other appliances to ensure they are turned off.
- Clean the grease traps in the stove and griddle.
- Sweep and mop the floor.
  - A broom, mop, and floor cleaner are available in the kitchen.
- Empty all trash in the dumpster located behind the building.

### **Storage:**

- Pantry storage is for Kids Connection and Members’ Meeting supplies.
- All non-refrigerated food must be stored in plastic containers with a lid.
- Place all items and foods in designated locations, including designated shelves in the pantry.
- Food and condiments stored in the refrigerator or freezer are primarily for Kids Connection and Members’ Meeting use. All other

functions should use the refrigerator or freezers for short-term use of less than a week.

- All food stored in the refrigerator must indicate use and date stored. Refrigerated food older than two weeks should be discarded. Food items stored in the freezer must also be dated.
- Any food items stored in the freezer or refrigerator not properly labeled may be discarded.
  - For this use, a roll of painter's tape and/or labels is kept in the second right drawer of the kitchen counter.

### **Ice Maker Service:**

The operating manual for the Manitowoc 310A ice maker is kept with the ice maker for reference.

Descale and sanitize the ice maker and clean the condenser every six months for efficient and clean operation. A descaling and cleaning log sheet is attached to the ice maker.